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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

**PROCEDURE FOR THE NORTH CENTRAL REGION  
1936 AGRICULTURAL CONSERVATION PROGRAM  
AND USE OF RELATED FORMS**

**FOR USE OF COUNTY AND STATE COMMITTEES**

**INSTRUCTIONS FOR CHECKING AND LISTING  
WORK-SHEET DATA**

**DUTIES OF CLERICAL ASSISTANTS**

The clerical assistants who work under the direction of the county committee should read and become thoroughly familiar with all instructions for conducting the 1936 soil-conservation program. In general, the duties of clerical assistants are to—

1. Check the work sheets, form NCR-1 and all related forms for completeness and mathematical accuracy.
2. List the necessary data on the listing sheets, form NCR-6.
3. Assist in the preparation of all necessary forms in the county office.
4. Perform other duties assigned by the county committee.

**CHECKING WORK SHEETS**

After the work sheets have been forwarded to the county office by the community committee, the clerical assistant will examine the work sheets for completeness and mathematical accuracy.

Check any entries in items 9, 10, 11, and 12, column (a), table I, and make sure that they are soil-depleting crops according to the official classification. Check item 17: If there is any entry in column (b) then column (a) should show some crop used as indicated in the instruction covering this item on page 7, NCR-5.

Item 13, column (b), table I, should be the sum of items 1 to 12, inclusive. Item 26, column (b), table I, should be the sum of items 13 to 25, inclusive. If items 13 and 26 are not the sums of the inclusive items, or if the work sheets are incomplete, the work sheets should be returned to the community committee for completion and correction.

Sort the acceptable work sheets into United States census minor civil divisions. Assign a work-sheet number to each work sheet. Begin with no. 1 in each minor civil division, and number the work sheets serially, using as many numbers as are necessary.

**GENERAL INSTRUCTIONS FOR LISTING OF WORK-SHEET DATA**

Enter at the top of the listing sheet the name of the minor civil division, county, State, clerical assistant's name and address, and



the sheet number if more than one sheet is used for a minor civil division.

The minor civil division adjusted 10-year average check yield per acre, furnished by the State committee, is to be entered in the space provided at the top of the listing sheet. This yield will usually be for corn but may be for some other major soil-depleting crop if approved by the State committee.

All data to be listed at this time will be obtained from the work sheets.

In minor civil divisions where more than one listing sheet will be required, the first line of the second and all succeeding listing sheets should be left blank.

#### LISTING WORK-SHEET DATA

Column (1). Enter the work sheet number, which is obtained from the upper right-hand corner of the work sheet.

Column (2). Enter the name of the operator of this farm, which is obtained from section I.

Column (3). Enter the name of the owner of this farm, which is obtained from section I.

Column (4). Enter the number of acres of land in this farm, which is obtained from item 26, column (b), table I.

Column (5). Enter the acres of all field corn, which is obtained from item 1, column (b), table I.

Column (6). Enter the acres of all wheat, which is obtained from item 2, column (b), table I.

Column (7). Enter the acres of oats, which is obtained from item 3, column (b), table I.

Column (8). Enter the acres of barley, which is obtained from item 4, column (b), table I.

Column (9). Enter the acres of soybeans and cowpeas, which is obtained from item 6, column (b), table I.

Column (10). Enter the total number of acres of soil-depleting crops harvested from this farm in 1935, which is obtained from item 13, column (b), table I.

Column (11). Enter the community committee preliminary recommended soil-depleting crop acreage base, which is obtained from item 1 of the column headed "Community committee recommended", table III.

Columns (12), (13), (14), (15), and (16). No entries will be made at this time.

Column (17). Enter the acreage of alfalfa hay, which is obtained from item 14, column (b), table I.

Column (18). Enter the acreage of clover and timothy hay, which is obtained from item 15, column (b), table I.

Column (19). Enter the acreage of other tame hay, which is obtained from item 16, column (b), table I.

Column (20). Enter the acreage which is obtained from item 17, column (b), table I.

Column (21). Enter the acreage of idle crop land in 1935, which is obtained from item 18, column (b), table I.

Column (22). Enter the acreage of cultivated fallow land in 1935, which is obtained from item 19, column (b), table I.



Column (23). Enter the acreage of rotation pasture in 1935, which is obtained from item 20, column (b), table I.

Column (24). Enter the acreage of other plowable pasture in 1935, which is obtained from item 21, column (b), table I.

Column (25). Enter the acreage of wild hay in 1935, which is obtained from item 22, column (b), table I.

Column (26). Enter the community committee preliminary recommended yield per acre, which is obtained from item 6, column (c), table III.

Columns (27) to (39). No entries will be made at this time.

After all work sheets for the minor civil division have been listed, including all those sent back to the community committee for completion or correction, obtain totals of columns (4) and (11). If more than one listing sheet was used for listing the work sheets in any one minor civil division, total the first sheet and transfer the totals from sheet no. 1 to the blank line at the top of sheet no. 2 before totaling sheet no. 2. Follow the same procedure for all succeeding sheets in the minor civil division, transferring the cumulative totals from the bottom of each sheet to the top of each succeeding sheet. In following this method the totals on the last sheet will be the grand totals for the minor civil division. All totals should be re-added to insure accuracy.

When the minor civil division grand totals of columns (4) and (11) have been obtained, compute the ratio of the total of column (11) to the total of column (4) by dividing the total of column (11) by the total of column (4). Such ratio should be rounded to three decimal places and entered below the grand total of column (11) for each minor civil division.

After the above ratio for the minor civil division has been calculated, the community committee should be called to the county office to review their preliminary recommendations in columns (11) and (26). The community committee should take this ratio into consideration when making their revisions and adjustments. Their revisions will be entered in columns (12) and (27) of the listing sheet.

The clerical assistant should next obtain the total of column (12). When column (12) has been totaled, compute the ratio of the total of column (12) to the total of column (4) by dividing the total of column (12) by the total of column (4). Such ratio should be rounded to three decimal places and entered below the grand total of column (12) for each minor civil division. This ratio should not exceed the ratio limit established by the county committee for the minor civil division.

The ratio limit established by the county committee for each minor civil division should be such that when the ratios are weighted by the acreage of all farm land in the minor civil divisions, as shown by the 1930 United States census, the resultant ratio will not be greater than the county ratio limit established by the Agricultural Adjustment Administration.

If the ratio obtained by dividing the total of column (12) by the total of column (4) exceeds the ratio limit established by the county committee for the minor civil division, a downward revision of the community committee revised recommended bases in column (12) is necessary. Such downward revisions should be made by the county committee and recorded in column (13).



The clerical assistant will next obtain the total of column (13). When column (13) has been totaled, compute the ratio of the total of column (13) to the total of column (4) by dividing the total of column (13) by the total of column (4).

Such ratio should be rounded to three decimal places and entered below the grand total of column (13) for each minor civil division. This ratio should not exceed the ratio limit established by the county committee for the minor civil division.

Transfer the county committee recommended bases from column (13) to item 1 in the column headed "County committee recommended" in table III of the respective work sheets.

### PREPARING THE REGULAR COUNTY SUMMARY

When the listings for all minor civil divisions in the county have been completed, a county summary should be prepared. For this purpose use a regular listing sheet by correcting the title of the listing sheet by deleting the word "listing" and inserting the words "county summary." Enter in column (2) the name of each minor civil division. Enter in columns (4) and (13) the totals of columns (4) and (13) respectively for each minor civil division. Immediately below the listing of the last minor civil division write the word "county" and obtain county totals of columns (4) and (13). Derive the ratio of the county total of column (13) to the county total of column (4). Such ratio should be rounded to three decimal places and entered below the total of column (13). This ratio shall not exceed the county ratio limit established by the Agricultural Adjustment Administration for the county.

### LISTING SPECIAL CROP DATA

If a special crop base is being established in a minor civil division for one or more special crops, it will be necessary to set up a supplementary listing for each such special crop.

A regular listing sheet should be used for this purpose by making the following changes: Write the word "Supplementary" before the listing sheet title, making it read "Supplementary Listing Sheet—North Central Region—1936 Soil Conservation Program", and below this title write in the name of the special crop to be listed on the sheet, such as "COTTON."

In the over-all heading of columns (10), (11), (12), (13), and (14), which reads "Total soil-depleting crop acreage", strike out the words "Total soil-depleting crop" and insert the name of the special crop being listed. For example, in the case of cotton, the heading would read "Cotton acreage."

In preparing listing sheets for **cotton** or **tobacco**, cross out the heading of column (17) and insert this heading: "Base established for AAA commodity contracts."

In column (28) where  $(16 \times 27)$  appears, strike out the figure 16 and substitute the figure 14 so that it will read  $(14 \times 27)$ .

In column (29) where  $(30 \div 16)$  appears, strike out the figure 16 and substitute the figure 14 so that it will read  $(30 \div 14)$ .

In column 32 where  $(31 \div 16)$  appears, strike out the figure 16 and substitute the figure 14 so that it will read  $(31 \div 14)$ .



In the headings of columns (26) to (32) delete the word "bushels" if it does not apply to the special crop being listed and insert the proper term such as "pounds."

It will be necessary to use only columns (1), (2), (10), (11), (12), (13), (14), (17), (26), (27), (28), (29), (30), (31), and (32) for the supplementary listing sheets. The remaining column headings should be crossed out.

In listing special crops, enter at the top of the listing sheet the name of the minor civil division, county, State, clerical assistant's name and address, and the sheet number if more than one sheet is used for a minor civil division.

Enter in the space provided at the top of the listing sheet, the adjusted yield per acre for the crop being listed.

Column (1). Enter the work sheet number, which is obtained from the upper right-hand corner of the work sheet.

Column (2). Enter the name of the operator of the farm, which is obtained from section I of the work sheet.

Column (10). Enter the number of acres of the special crop harvested from this farm in 1935, which acreage is obtained from column (b), table I.

Column (11). Enter the community committee preliminary recommended base for the special crop, which is obtained from column (b), table III.

Columns (12), (13), and (14). No entries will be made at this time.

Column (17). Enter the base acres from the commodity contract for the special crop which is being listed. This is obtained from column (d), table II.

Column (26). Enter the community committee preliminary recommended yield for the special crop, which is obtained from column (c), table III.

Columns (27) to (32). No entries will be made at this time.

At the time that the community committee reviews and makes any necessary revisions in their preliminary recommended soil-depleting crop base and preliminary recommended yield per acre on the regular listing sheets, they should also review and make any necessary revisions of their preliminary recommended acreage base and preliminary recommended yield per acre for any special crop for which bases are being established. After all work sheets for the minor civil division have been listed for all special crops for which bases are being established, including any work sheets sent back to the community committee for completion or correction, obtain and enter totals of columns (11) and (17). The same procedure should be followed for carrying forward cumulative totals as was followed in carrying forward cumulative totals upon the regular listing sheets. The clerical assistant should enter the community committee revised recommended base and revised recommended yield per acre in columns (12) and (27), respectively. After the community committee recommended revised bases have been entered in column (12) obtain the total of column (12).

If it is necessary to make revisions of the community committee revised recommended bases in order to meet the county limit, the county committee will make such revisions and enter their recommended bases in column (13) of the listing sheet. Total special crop acreage bases for any farm shall not exceed the total soil-depleting





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142UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D.C.

PROCEDURE FOR THE NORTH CENTRAL REGION 1936 AGRICULTURAL  
CONSERVATION PROGRAM AND USE OF RELATED FORMS

(Prescribed pursuant to the authority  
vested in the Secretary of Agriculture  
under Section 8 of the Soil Conservation  
and Domestic Allotment Act)

FOR USE OF COUNTY AND STATE COMMITTEES

INSTRUCTIONS FOR NOTIFICATION OF PRELIMINARY SOIL  
DEPLETING BASES AND HANDLING APPEALS

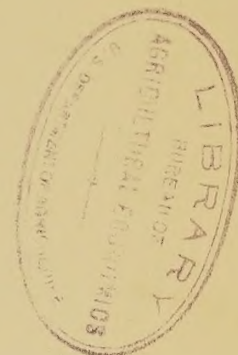
The instructions contained in the procedure for the 1936 Agricultural Conservation Program in NCR-5 provide that immediately following the county organization meeting and school of instruction the community committeemen will aid in the execution of work sheets for all farms in the community. After work sheets have been executed the data will be listed upon listing sheets in the county office. After the data are listed each community committee will review its previous recommendations for soil depleting bases and make any necessary adjustments. Thereafter the County Committee will make its recommendation for preliminary soil depleting bases for all farms in the county.

The sum of the preliminary total soil depleting bases, the sum of the preliminary tobacco soil depleting bases, and the sum of the preliminary cotton soil depleting bases recommended by the county Committee, must not exceed the respective county limits established for such bases.

Notification of Preliminary Soil Depleting Bases

After the County Committee has made its recommendation for preliminary soil depleting bases for each farm in the county, a notice must be sent to each operator and each owner of such farms. Such notice shall be prepared in duplicate, the original of which shall be sent to the owner or operator and the copy of which shall be filed in the county office. Such notice must contain the following:

1. The name and address of person being notified.





2. The following statements: "The soil depleting bases for farms located in \_\_\_\_\_ County have been adjusted to bring them within the county limits assigned to this county. Recommended soil depleting bases for farms reported as owned or operated by you in this county are listed herein. If you have reason to believe that any of the preliminary soil depleting bases for any farm listed herein is not equitable for such farm and you have facts substantiating your belief, you may submit an appeal in writing to the county committee setting forth such substantiating facts. Because of the application of county limits, appeals will be considered only for the purpose of establishing equitable bases as between farms. If you desire to be present when your appeal is under consideration by the county committee, such desire should be indicated in writing in your appeal. Upon consideration of an appeal the county committee may, if the facts warrant such adjustment, adjust the preliminary soil depleting bases under consideration either upward or downward. All appeals relative to these bases must be received by the county committee on or before \_\_\_\_\_, 1936. <sup>1/</sup> The soil depleting bases finally approved by the State Committee will be available at a later date. You will be notified as soon as possible if a soil depleting base for any farm listed herein as finally approved by the State Committee is less by more than one percent than the corresponding preliminary soil depleting base for such farm.

"The sugar beet soil depleting base will be the number of acres used for the growing of sugar beets in 1936 not in excess of the total soil depleting base less the sum of any cotton and tobacco soil depleting bases. The flax soil depleting base will be the number of acres used for the growing of flax in 1936 not in excess of the total soil depleting base less the sum of any cotton, tobacco and sugar beet soil depleting bases.

"You will not be eligible for a grant in this county unless a work sheet is executed for each farm you own or operate in the county. Therefore, it is very important that you forward to the county committee on or before the above final date for filing appeals a legal or other adequate description of any such farms not listed herein."

3. The serial number of each work sheet.
4. The name of the 1936 operator of each farm.

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<sup>1/</sup> This date should be inserted by the County Committee. Such date shall be seven days after the date of mailing of the notification of preliminary soil depleting bases.



5. The name of the owner of each farm (see definition of owner, Part I, N.C.R.-Bulletin No. 1, Revised).
6. The acreage of all land in each farm.
7. The preliminary total soil depleting base for each farm.
8. The preliminary cotton soil depleting base, if any, for each farm.
9. The preliminary tobacco soil depleting base, if any, for each farm.
10. The signature of the president of the County Agricultural Conservation Association.

#### Consideration of Appeals

All appeals shall be in writing and must be received by the County Committee on or before the date specified in the notification form. On the day following the final date for filing appeals the County Committee should begin its consideration of appeals. This work should be finished promptly in order to avoid delay in forwarding the listing sheets (Form NCR-6) to the State Committee. Appellants who have indicated their desire to be present when their appeals are under consideration must be notified of the date of such consideration. After the County Committee has acted upon an appeal the appellant must be notified of the action of the committee. A copy of this notice should be attached to the original of the appeal and filed in the county office. If an adjustment is made in any preliminary soil depleting base as a result of the action of the County Committee, such adjustment should not be made upon the listing sheet. After all appeals in the county have been considered, the listing sheets and the form entitled "List of Appeals and Action Thereon" should be transmitted to the State Committee. Before finally approving soil depleting bases, the State Committee will make necessary revisions in such soil depleting bases in order that such bases will conform with the county limits. It will, therefore, not be necessary for the County Committee to revise preliminary soil depleting bases in order to make them conform with the county limits if the totals of the preliminary soil depleting bases are in excess of the county limits as a result of the action of County Committee on appeals.

There must be executed a form listing all appeals and showing the following information:

1. The serial number of each work sheet.
2. The name of the 1936 operator of each farm.
3. The preliminary soil depleting bases for each farm.



4. The preliminary soil depleting bases after consideration of the appeal by the County Committee.
5. The reasons for the action taken by the County Committee.

A separate listing of appeals should be prepared for total, cotton, and tobacco soil depleting bases by entering in the column headings (3) and (4) of the form the appropriate word "total", "cotton", or "tobacco", whichever is applicable. This form will be prepared in triplicate. The original and one copy will be forwarded to the State Committee and the remaining copy filed in the county office.

Each appellant must be notified of the determination made upon his appeal. If the appellant's contentions are not upheld in whole or in part, he must be notified that he may submit an appeal in writing direct to the State Committee. This notice will contain the following:

1. A statement that the appeal has been denied in whole or in part.
2. A statement that the appellant may submit an appeal in writing to the State Committee.
3. The name and address of the chairman of the State Committee.
4. A statement that the appeal must be received by the State Committee within a certain date. Such date will be seven days from the date of mailing such notice.
5. A statement that if the appellant appeals to the State Committee notice of this fact must be given to the County Committee within the time for filing such appeal.

Upon receipt of information from the appellant to the effect that an appeal is being submitted to the State Committee, the County Committee shall immediately submit the appeal originally filed with the County Committee to the State Committee, together with a complete statement of their reasons for the determination made upon the appeal.

Upon receipt of the notice of appeal from a county filed directly with the State Committee, together with the notice of appeal that appellants have filed with the County Committee and the statements of the County Committee regarding their determination upon such appeals, the State Committee may, if the nature of any case warrants, send a representative of the State Committee to the office of the County Committee for the purpose of hearing the appellant and the County Committee concerning his appeal. The State Committee may, in its discretion, review the determination made by a County Committee upon any appeal, notwithstanding that no notice of appeal to the State Committee was filed.



If any soil depleting base as finally approved by the State Committee is less by more than one percent than the corresponding preliminary soil depleting base, notice in writing of such change should be given as soon as possible by the County Committee to the persons to whom the preliminary notice in respect to such base was sent. A copy of such notice of change should be filed in the County office.

The two forms entitled "Notification of Preliminary Soil Depleting Bases for the 1936 Agricultural Conservation Program" and "List of Appeals and Action Thereon" will be prepared in the office of the State Committee. Copies of such forms will be furnished county offices by the State Committee.



NOTIFICATION OF PRELIMINARY SOIL  
DEPLETING BASES FOR THE 1936 AGRICULTURAL  
CONSERVATION PROGRAM

Name \_\_\_\_\_ Address \_\_\_\_\_

The soil depleting bases for farms located in \_\_\_\_\_ County have been adjusted to bring them within the county limits assigned to this county. Recommended soil depleting bases for farms reported as owned or operated by you in this county are listed herein. If you have reason to believe that any of the preliminary soil depleting bases for any farm listed herein is not equitable for such farm and you have facts substantiating your belief, you may submit an appeal in writing to the county committee setting forth such substantiating facts. Because of the application of county limits, appeals will be considered only for the purpose of establishing equitable bases as between farms. If you desire to be present when your appeal is under consideration by the county committee, such desire should be indicated in writing in your appeal. Upon consideration of an appeal the county committee may if the facts warrant such adjustment, adjust the preliminary soil depleting bases under consideration either upward or downward. All appeals relative to these bases must be received by the county committee on or before \_\_\_\_\_, 1936. The soil depleting bases finally approved by the State Committee will be available at a later date. You will be notified as soon as possible if a soil depleting base for any farm listed herein as finally approved by the State Committee is less by more than one percent than the corresponding preliminary soil depleting base for such farm.

The sugar beet soil depleting base will be the number of acres used for the growing of sugar beets in 1936 not in excess of the total soil depleting base less the sum of any cotton and tobacco soil depleting bases. The flax soil depleting base will be the number of acres used for the growing of flax in 1936 not in excess of the total soil depleting base less the sum of any cotton, tobacco and sugar beet soil depleting bases.

You will not be eligible for a grant in this county unless a work sheet is executed for each farm you own or operate in the county. Therefore, it is very important that you forward to the county committee on or before the above final date for filing appeals a legal or other adequate description of any such farms not listed herein.

Work Sheet Serial Number	1936 Operator	Owner	Land in farm (acres)	Prelim- inary total soil de- pleting base	Prelim- inary cotton soil de- pleting base	Prelim- inary tobacco soil de- pleting base
(1)	(2)	(3)	(4)	(5)	(6)	(7)

\_\_\_\_\_, President, \_\_\_\_\_ County Agricultural  
Conservation Association

\_\_\_\_\_  
Date



County \_\_\_\_\_

## LIST OF APPEALS AND ACTION THEREON

[illegible]

\_\_\_\_\_, President,

County Agricultural  
Conservation Association

Date \_\_\_\_\_





Issued August 31, 1936

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D.C.

1936 AGRICULTURAL CONSERVATION PROGRAM - NORTH CENTRAL REGION

PROCEDURE FOR THE NORTH CENTRAL REGION  
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FOR USE OF COUNTY AND STATE COMMITTEES

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INSTRUCTIONS FOR ESTABLISHING THE NORMAL  
YIELD PER ACRE OF SUGAR BEETS

In counties where sugar beets are grown, the county committee will establish and record normal yields per acre of sugar beets for individual farms in accordance with the following instructions:

Method for Establishing Preliminary Yields.

(a) For Farms that participated in the Sugar Beet Production Adjust-  
ment Program:--For each farm that participated in the former Sugar Beet  
Production Adjustment Program, the preliminary normal yield under the 1936  
Agricultural Conservation Program will be the representative yield shown in  
column (11) headed "Rep. Yield per Acre" of Form CRS-203. Record Forms  
CRS-203 in duplicate will be transmitted to the State committee by the  
Agricultural Adjustment Administration. The State committee will forward the  
original copy of these forms to the respective county committees.

For most counties, there is a supplemental Form CRS-203 that lists  
separately producers with serial numbers in the "6000" group, for which the  
base acreage, yield, or payment is not in most cases shown on the form. If  
such farms grow sugar beets in 1936, and their representative yield is shown  
on Form CRS-203, it will be their preliminary normal yield; but if the represen-  
tative yield for such farms is not shown on Form CRS-203, they will be treated  
the same as new producing farms, (See (c) below), that is, their preliminary  
normal yield will be the four-year average yield, 1930-1933 of the factory  
district in which is located the factory to which their 1936 sugar beets are  
to be delivered. Such four-year average yields are shown herein in the table  
entitled "Factory District Code Numbers and 1930-1933 Average Yields."

(b) For Farms that did not Participate in the Sugar Beet Production Adjustment Program, but Upon Which Sugar Beets were Grown in Any One or All of the Years 1930-1933:--For each farm that produced sugar beets in 1936, and that did not participate in the former Sugar Beet Production Adjustment Program, but that did produce sugar beets in any one or all of the years 1930-1933, inclusive, the preliminary normal yield will be established as follows: When sugar beets were planted in each of the four years, 1930-1933, inclusive, the actual four-year average yield per acre, as shown by factory records, will be used. In case sugar beets were not planted in all of the years 1930-1933, the preliminary normal yield per acre will be an average of the yields for those years in which sugar beets were planted, as shown by factory records, and estimated yields for the years in which sugar beets were not planted. The estimated yield for a given year in which sugar beets were not planted will be that yield which is as much above or below the factory average yield per acre for that year as the actual yield for the farm was above or below the factory average yield in the years during 1930-1933 when sugar beets were planted. However, the estimated yield for the farm in a given year cannot be above or below the factory average yield for that year by more than 30 percent.

(c) For New Producing Farms:--For each farm that produced sugar beets in 1936 that did not participate in the former Sugar Beet Production Adjustment Program, and that did not grow sugar beets during any of the four years, 1930-1933, inclusive, the preliminary normal yield will be the four-year average yield, 1930-1933, of the factory district in which is located the factory to which the 1936 sugar beets are to be delivered. Such four-year average yields are shown herein in the Table entitled "Factory District Code Numbers and 1930-1933 Average Yields."

Care should be exercised in the use of Form CRS-203 records in order to avoid errors that might result from the fact that: some sugar contracts may have been recorded on Forms CRS-203 for the wrong county, because the contracts originally were recorded and filed on a factory basis and later had to be recorded and filed on a county basis with considerable difficulty; some contracts may have been omitted from Form CRS-203, because they have not yet been accepted for payment; both ownership and operation of the land may have changed since the former contract record was made, in which cases the representative sugar beet yield will follow the land; old producers who produced sugar beets in the years 1930-1933 may, in 1936, be producing beets on a farm that did not produce sugar beets in the years 1930-1933, in which case the normal yield will be the 1930-1933 factory average yield. Forms CRS-203, issued at the time first payment was made on the former sugar beet production adjustment contracts, may be found in the county or State office files. These should not be used for establishing the 1936 preliminary normal yield, because some contracts may have developed appeals and final payments may have been made on a revised representative yield. The official representative yields are the yields appearing on Forms CRS-203 bearing the following rubber stamp:

:Official record for establishing :  
:normal sugar beet yields. 1936 :  
:Agricultural Conservation Program:



Factory District Code Numbers and 1930-1933 Average Yields

The factory district in which a contract was listed in the former Sugar Beet Production Adjustment Program is indicated by a symbol number appearing in the first column of CRS-203. The factory district code numbers, names, 1930-1933 average yields, and former sugar beet association locations by States in which counties were included in such districts are as follows:

Factory Code No.	Factory District Name.	Factory District 1930- 1933 Average Yield in Tons Per Acre.	Location Former Sugar Beet Ass'n Headquarters.
1	2	3	4
<u>OHIO</u>			
163	Blissfield	8.9	Adrian, Mich.
168	Lansing	8.1	Mason, Mich.
180	Decatur	8.9	Decatur, Ind.
190	Findlay	8.6	Findlay, Ohio.
191	Fremont	9.1	Fremont, Ohio.
192	Ottawa	8.9	Ottawa, Ohio.
193	Paulding	8.4	Paulding, Ohio.
<u>INDIANA</u>			
167	Holland	7.0	Grand Haven, Mich.
180	Decatur	8.9	Decatur, Ind.
193	Paulding	8.4	Paulding, Ohio.
<u>ILLINOIS</u>			
151	Janesville	8.7	Janesville, Wisc.
167	Holland	7.0	Grand Haven, Mich.
<u>MICHIGAN</u>			
160	Alma	7.5	Ithaca, Mich.
161	Bay City	8.7	Bay City, Mich.
163	Blissfield	8.9	Adrian, Mich.
164	Caro	8.5	Caro, Mich.
166	Croswell	8.5	Sandusky, Mich.
167	Holland	7.0	Grand Haven, Mich.
168	Lansing	8.1	Mason, Mich.
169	Menominee	7.0	Marinette, Wisc.
170	Mt. Pleasant	7.2	Ionia, Mich.
171	Mt. Clemens	7.9	Mt. Clemens, Mich.
172	Owosso	7.2	Corunna, Mich.
173	St. Louis	9.1	Ithaca, Mich.
174	Sebewaing	9.2	Bad Axe, Mich.
175	West Bay City	7.7	Bay City, Mich.
176	Saginaw	8.1	Saginaw, Mich.
<u>WISCONSIN</u>			
150	Green Bay	8.4	Green Bay, Wisc.
151	Janesville	8.7	Janesville, Wisc.
169	Menominee	7.0	Marinette, Wisc.
<u>MINNESOTA</u>			
130	Mason City	9.8	Blue Earth, Minn.
140	Chaska	8.7	Glencoe, Minn.
141	East Grand Forks	8.1	East Grand Forks, Minn.
<u>IOWA</u>			
130	Mason City	9.8	Blue Earth, Minn.



Factory Code No.	Factory District Name.	Factory District 1930- 1933 Average Yield in Tons Per Acre.	Location Former Sugar Beet Ass'n Headquarters.
1	2	3	4
		<u>SOUTH DAKOTA</u>	
120	Belle Fourche	10.0	Belle Fourche, S. D.
		<u>NEBRASKA</u>	
63	Ovid	11.2	Julesburg, Colo.
71	Sheridan	10.6	Sheridan, Wyo.
72	Torrington	11.7	Torrington, Wyo.
110	Bayard	11.9	Bridgeport, Nebr.
111	Gering	14.0	Scottsbluff, Nebr.
112	Grand Island	10.4	Grand Island, Nebr.
113	Scottsbluff	13.5	Scottsbluff, Nebr.
114	Lyman	14.6	Scottsbluff, Nebr.
115	Minatare	13.3	Scottsbluff, Nebr.
116	Mitchell	13.8	Scottsbluff, Nebr.

Preparation of Special Listing Sheet for Farms  
Producing Sugar Beets.

The county committee, from Forms CRS-203, the work sheets, and other available information, will prepare special listing sheets. These listing sheets will be entitled "Special Listing Sheet for Sugar Beet Producing Farms in \_\_\_\_\_ County"; they will be numbered, and subtotals will be carried from the bottom of one sheet to the top of the one following. There will be nine columns, going from left to right, with the following captions:

- (1) Name of 1936 Operator.
- (2) 1936 Work Sheet Number.
- (3) Form CRS-203 Serial Number.
- (4) Preliminary Normal Yield.
- (5) 1936 Sugar Beet Acreage.
- (6) Extension (4 x 5).
- (7) Adjusted Normal Yield.
- (8) Extension (5 x 7).
- (9) Approved Normal Yield.

Columns (1) and (2) will be taken from the work sheets.

Column (3) will be used for entering the serial number of the Sugar Beet Adjustment Contracts for participating old producing farms as given in column (4) of CRS-203. For non-participating old producing farms, the words "Non-Participating" will be written in.

Column (4) will be used for entering the "Preliminary Normal Yields" established pursuant to the "Method for Establishing Preliminary Yields" given above.

Column (5) will be taken from the Summary of Performance (Form NCR-11).



Column (6) will be the product of column (4), Preliminary Normal Yield, multiplied by column (5), 1936 Sugar Beet Acreage.

The county committee will make such adjustments in the preliminary normal yields given in column (4) as it determines are necessary to remove any inequities as between individuals in such preliminary normal yields, provided such adjustments do not result in any increase in the weighted average yield for the county. These adjusted normal yields will be entered in column (7).

Column (8) will be the product of column (5), 1936 Sugar Beet Acreage, multiplied by column (7), Adjusted Normal Yield. The sum of column (8) must equal the sum of column (6). If the sums of columns (6) and (8) are not equal, the adjusted normal yields in column (7) must be corrected.

Upon completing tabulation of columns (1) to (8), inclusive, the county committee will forward the "Special Listing Sheets for Sugar Beet Producing Farms" to the State committee. The State committee will examine the listing sheets and enter in ink in column (9) the normal yields that it approves. After so indicating the normal yields it approves, the State committee will return the listing sheets to the county committee.

The approved yields, as entered in column (9) of the listing sheet, will be entered in the county office in item 3, column (c), Table II, Summary of Performance (Form NCR-11).

